3.0.1	**2% set-aside funded activities**	Contract Continuing Education Hours (CEH) training for drinking water system operators. Between July 1, 2005, and June 30, 2006, the 2% grant has paid for 56 CEH approved classes for drinking water system operators including classes throughout the state. This training enable 1,050 operators from over 654 different systems to attend approved classes featuring instruction in both classroom and laboratory training environments at 28 different facilities. Class participants earned a total of 6,365 CEH's. The new classes offered included: Compliance with LT1ESWTR/S1DBPR ERP Workshop Procedures for Testing Backflow Preventors Working with Microsoft Windows Beginning Microsoft Excel Disinfection PRV Maintenance Chemistry of Water Treatment Occupational Hazards for Water Operators Leading Strategic Change Distribution Disinfection Procedures Safety Basics for Operators Standard Operating Procedures/Preventative Maintenance Fluoride Sampling and Handling Valve Location/System Design Drinking Water Lab Procedures Water System Employment and Ethical Conduct Issues Basics of Being a Chief Operator Ethical Considerations for Chief Operators Beginning Word Advanced Excel Chemical Feed Pumps and Dosages Basic Math Implementing a Quality Control/Quality Assurance Plan Implementing and Developing a QC/QA Plan Basics of Pumps and Motors Troubleshooting Pumps and Motors Small Water System Operation and Maintenance A "Basic Math Study Guide" was developed to aid students in preparation for the Class I treatment exam. A policy manual was developed to assist water utility management employees in hiring and training employees, along with a companion entrance exam. The training video "Basic Water Plant Safety" was also completed.
		Educate the public on SDWA topics. WVRWA (West Virginia Rural Water Association) goes to schools to teach children about drinking water; WVRWA displays at various conferences and exhibitions (RWA Conference, WV EXPO, etc); WVRWA educates the public by educating the water systems. WVRWA produces training videos – currently producing video "Basic Safety Procedures".
		Comply with federal and state grant reporting requirements for sub-recipients.

3.0.2	**10% set-aside funded activities**	OEHS collaborates with water systems to achieve full compliance with applicable federal and state regulatory requirements and standards, including new state rules.
		OEHS regulates and assists public water systems, including educating their customers, to provide water that meets the SDWA. The Central Office and District Offices provide assistance and advice to concerned citizens by phone calls, e-mail, U.S. Mail, public meetings, and visits to individuals' homes. An attempt is made to answer questions as quickly and effectively as possible. Staff has participated in the cross-connection and backflow prevention training for sanitarians, for operators and for Backflow Preventor Testers. Prepares and sends generic information packages on cross-connection and backflow prevention that include a prepared ordinance for municipalities and a policy for PSDs and other water systems; Participates in seminars regarding problem areas with cross-connection and backflow prevention applications and ordinances and policies.
		Implement and enforce the Cross-Connection Control Program. This is an area that is questioned and discussed when Sanitary Surveys are conducted. A contract with a vendor has been implemented to provide one-week training and one day refresher training classes for cross-connection control and back flow prevention for operators employed by small community water systems serving 3,300 or fewer.
		Define SDWIS long-term strategies. Currently have a contract with a SDWIS/computer consultant to assist in the use and maintenance of the programs. This consultant has developed and installed companion programs that are used to accomplish many of the tasks associated with regulating drinking water. Currently we are planning on converting to SDWIS/State Web Release 1 in 2007.
		Increase the use of the State Node (SDWIS/State Web Release 1) for sharing information with Federal, State, and local partners. The plan is to use the State Node to provide Drinking Water Watch to interested parties and use the Node to transfer required data to SDWIS/ODS.
		OEHS will continue to provide certification and continuing education training courses in accordance with the Drinking Water System Operator Regulations.

		OEHS will prepare and communicate regulatory changes, best practices, and useful information to water treatment operators. OEHS informs the water treatment operators through; District Office site visits to water systems (Sanitary Survey, Inspections, Assistance Visits, etc.); Capacity Development Site Assessments and Assistance Program; telephone contact; various mailings; web site; training sessions; conferences, etc. Through system training which is conducted periodically throughout the state at RWA conferences and technical expositions (EXPO) as well as through Class Operator Training classes. OEHS provides a newsletter to water operators providing information pertaining to their profession. The OEHS web page contains information for water operators including: scheduled classes, link to rules, listing of classes approved for continued education, and other information. OEHS prepares and distributes a calendar to all water systems that list operator training courses throughout the year.
		OEHS will cooperate with AWWA in recognizing and promoting the achievements of water operators. The West Virginia section of AWWA presents an award to two water system operators each year at their annual conference. OEHS staff is instrumental in nominating, selecting, and presenting the awards to the water operators.
		Maintain the Safe Water Operator Certification System (SWOCS) database, integrated with certain parts of SDWIS to provide specific information on certified personnel involved in providing safe drinking water. Phase One (which is now complete and in operation) was the development of a database module called "Safe Water Operator Certification Systems" (SWOCS) that is compatible with SDWIS/State. Phase Two (which is now complete and in operation) was the development of a module for reports and letters. Planning stage for Phase 3 will allow for limited "Read only" access via the internet to review status of water operators by our district staff.
		Continue to validate operator exams to comply with US EPA requirements. WV used the Develop-A-Curriculum (DACUM) process to help in the validation procedure to comply with US EPA guidance for validation of exams. The theory behind DACUM is to bring together several subject matter experts into a brainstorming session to discuss their specific job duties and the tasks associated with accomplishing those duties. The task identification step for the DACUM process is complete for Class 1 through Class IV water operators. Reviews of the Water Operator exams and curriculum takes place as information on the DACUM results come in and through water exam committee meetings. The water exam committee meetings include OEHS staff along with higher classification water operators, Environmental Training Center staff, and Rural Water Association staff.
		Revise the existing protection zones developed in 1999-2000. We are in the developmental phase of providing a contract for this project.

		OEHS will provide training for surface water system operators to optimize their treatment plant performance. OEHS staff has taken an active role in the Area Wide Optimization Program (AWOP). Several of the staff has attended training in utilizing the various tools associated with AWOP and they have passed that information on to other staff members. This has been utilized by OEHS staff to assist water operators in better understanding of processes utilized in water treatment and helping them to optimize the treatment plant. The information generated by the AWOP program has been used in developing the Capacity Development baseline, in addition to other criteria.
3.0.3	**15% set-aside funded activities**	Conduct Capacity Development Assessments (CDA) of water systems to determine their financial, managerial, and technical capacities. OEHS conducted 24 assessments of water systems throughout the state between July 1, 2005 and June 30, 2006.
		Issue a water system assessment report. OEHS issued 24 reports to water systems between July 1, 2005 and June 30, 2006. Assessment reports provide the water system a detailed TMF evaluation and provide recommendations to improve system viability.
		Monitor water system progress. OEHS Capacity Development staff has contacted water systems to determine their progress in addressing comments from the Capacity Development assessments/reports. In general, water systems that received a capacity development assessment showed more improvement than water systems that did not receive a capacity development assessment. This was determined from comparing scoring from previous baseline studies. Detailed information on system improvements was provided in the Governor's Report and the 2005 Annual Report.
		Maintain a baseline assessment of all community and non-transient public water systems.
		Analyze baseline data and determine overall trends of community and non-transient public water systems.
		Comply with federal and state capacity development reporting requirements. OEHS complied with the requirements through providing a report to the Governor's office and completing the baseline survey prior to the required dates. OEHS also provided an annual report to the EPA which indicated its implementation of the Capacity Development Strategy.
		Provide program information to the water system and agencies. The OEHS web page provides a variety of program information to anyone that can access the internet. Many of the mailings that are distributed by OEHS go to water systems, operators, stakeholder organizations, and other agencies.
		Continue to develop and implement the source water protection program. For further information, refer to Section 3.3.0.

		Determine if water sources are groundwater under the direct influence (GWUDI) of surface water. For further information, refer to Section 2.2.6.
		Sponsor a symposium or workshop in West Virginia to exchange information and ideas related to source water protection. For further information, refer to Section 3.3.0.
		Continue collaborating with the Department of Environmental Protection's (DEP) Underground Injection Control (UIC) Program. Continuation of funding for the DEP UIC Class V program to locate UIC Class V wells in source water protection and sensitive hydrological areas within West Virginia. This work also includes an inventory of underground and above ground storage tanks in the SWAP/WHP area.
		Update and add additional Geographical Information System (GIS) capabilities. Continue to support the GIS capabilities by renewing software licenses from ESRI and acquiring software updates.